

**ISLAND COUNTY COUNCIL OF GOVERNMENTS – REGULAR SESSION
APRIL 25, 2012**

The Island County Council of Governments met in regular session on April 25, 2012 in the Commissioners' Hearing Room 102B, located at 1 NE 6th St., Coupeville. The meeting was called to order by Chair, Nancy Conard at 9:00 a.m.

Members Present: Nancy Conard, Mayor, Town of Coupeville
Helen Price Johnson, Island County Commissioner
Kelly Emerson, Island County Commissioner
Angie Homola, Island County Commissioner
Larry Kwarsick, Mayor, City of Langley
Curt Gordon, Commissioner, South Whidbey Port District
Scott Dudley, Mayor, City of Oak Harbor

Members Absent: Benye Weber, Commissioner, Coupeville Port District

Also Present: Lt. John Dyer, Oak Harbor Police Department
Craig Anderson, Oak Harbor Fire Department
Challis Stringer, Director of Public Works, City of Langley
Randy Heston, Chief of Police, City of Langley
Kate Parish, Town of Coupeville
Eric Brooks, Island County Dept. of Emergency Management
Mark Wesolowski, Emergency Planning Manager, PSE
Walt Blackford, PSE
Nancy Waddell
Rufus Rose
Various community members

CALL TO ORDER

Chair Nancy Conard called the meeting to order at 9:00 a.m.

AGENDA ADDITION

Chair Nancy Conard added an item to the agenda under Emergency Planning. A representative from Puget Sound Energy Mark Wesolowski, Emergency Planning Manager at Puget Sound Energy will discuss their preparation for possible earthquakes and other kinds of disasters.

APPROVAL OF MINUTES

It was moved and seconded to approve the minutes of the March 28, 2012 Regular Session as presented. Motion carried.

SUSTAINABLE WHIDBEY COALITION

Voucher for Sustainable Whidbey Coalition was distributed. The voucher totaling \$1,250 is for consultant and reimbursements. Commissioner Emerson inquired about reimbursement for Green Geeks. Chair Conard explained that this was for design work done on the logo for Whidbey Green Seal. She also went over the updates that were made to the SWC website. It was moved and seconded to approve the SWC voucher. Motion carried. Mayor Dudley and Commissioner Emerson abstained.

EMERGENCY PLANNING

Each member will discuss their own infrastructure for emergency preparedness. These discussions will be followed up by a report from Eric Brooks, Director of Island County Department of Emergency Management. He will also talk about a proposal for an Emergency Management Council.

LANGLEY

Mayor Kwarsick introduced Challis Stringer, Director of Public Works and Randy Heston, Chief of Police. The city has a state approved Comprehensive Emergency Management Plan with the overall mission: the City of Langley is dedicated to protecting lives, property and the environment of its own citizen through preparedness and mitigation activities; respond in an effective manner to emergencies and disasters; coordinate and participate in the recovery effort as a result of such events.

- Establish effective preparation activities for city government through training and education and to encourage and educate the public on their ability to prepare for emergencies and disasters
- Identify areas where action may be taken to mitigate potential disaster situations and take the lead in providing mitigation solutions to the situations
- Design effective response plans and practice those responses to ensure appropriate action during actual emergencies or disasters
- Design effective recovery activities for both public and private sectors to ensure the most efficient and rapid recovery from any emergency or disaster - this includes coordination with other local jurisdictions – county, state, and federal agencies for both financial and material resources
- Foster interagency cooperation with local jurisdictions – city, state and federal agencies, school districts, non-profit organizations and private agencies

During emergency operations the existing framework and infrastructure of the city government will be retained and has to go on. We will need to prioritize emergency services and identify funding sources to meet disaster related expenses. Neighbor to neighbor programs have been established with resources and possible emergency operation centers identified throughout the city i.e. several churches and City Hall equipped with generator will provide food, water and shelter in the event of an emergency or disaster. Brookhaven, housing for senior citizen population, has their recreation room setup with generator, full kitchen and bathrooms. Public Works will work closely with all supporting activities and agencies follow established water system emergency plans maintaining both fresh water and waste water. In the event of an emergency or disaster outreach efforts will be made to citizens particularly the most vulnerable by going door-to door. Information regarding emergency and disaster preparedness is provided to citizens on the City of Langley website.

PORT OF SOUTH WHIDBEY

Commissioner Gordon talked about the Federal Emergency Grant that the Port of South Whidbey has applied for. It has two parts to it; one is a minor for providing cameras along the waterfronts at all of the Port's facilities as a defense posture to monitor the straits. This portion of the application has been approved. The remainder of the grant is an application to improve the harbor facility that will not only create a dock space but will also produce two boats – one for the fire department and one the sheriff's department. The WSDOT Ferries Division signed on the consortium of the Port, the City of Langley Fire District and the Sheriff. The Ferries understand that there is an earthquake fault that runs under Clinton and that the Port of South Whidbey as a deep water port could still get people, goods and services into Langley. A question was asked if the boats to be added with the grant could be used to transport people, goods and services. Commissioner Gordon did not know if that would be the case as that had yet not been determined but the improved dock facility would be able to handle large boats i.e. the Clipper and even larger. It was suggested that the idea of enlisting citizens with boats to volunteer to help transport people and goods be explored.

COUPEVILLE

Kate Parish revised the Town of Coupeville's Comprehensive Emergency Management Plan which is currently in the edit process to be submitted for approval later this year. Mayor Conard spoke about the town and the department readiness efforts that have been done over the last few years. The Town Hall has a generator so they can operate in case of power interruptions. Also, have made sure each of the departments are ready both in helping employees be ready so they can come to work when something happens so they can keep vital services i.e. water and sewer utilities operational. Utilities facilities are being installed with onsite generators to keep wells, water treatment plant and pumps operating in case of power interruptions. Rec Hall has been designated as a community shelter with commercial kitchen facilities and generator. The Mayor created a neighborhood emergency team to assist the community during time of emergency. This team is composed of members representing all five neighborhoods of Coupeville and key town employees. Goals of this team are to educate the community, create and maintain a series of databases to solicit volunteer skills, equipment and various other resources and to allow community to self identify vulnerable citizens who would like to be look in on during an emergency. They have also organized a Community Organizations Active in Disaster (COAD) which is made up of volunteers and includes businesses in town who have committed to provide specific services, facilities or use of equipment when needed. This group meets monthly and is action oriented i.e. providing security patrol for Coupeville Memorial Day Parade next month.

OAK HARBOR

Craig Anderson and Lt. John Dyer spoke about their goal regarding training of response personnel and to have this completed by the end of 2012. They have a tremendous amount of resources already in place in the city and have revamped their Emergency Operation Center (EOC). They have been working with Eric Brooks on a workshop hopefully scheduled for later this fall to start integrating community members in emergency plans. They have also been working with all personnel to make sure that they know what they are going to do in the event of a disaster such as a large scale earthquake. This includes knowing defined meeting place, contingency plans and setting emergency triage collection point. They have established a unified command to ensure private and public entities work together well to assist citizens. The police department has been focusing on how well they work with other agencies in a more deliberate way on an everyday basis rather than by chance as it does now. To make this happen first line supervisors have begun training on unified command to get them on board with how integrated emergency management works and how they would fit in to it if it has to be initiated. The next step would be to practice it as much as possible so that when the time does come they are prepared and they have had several exercises i.e. stimulated school shooting, a bombing scenario and a hostage situation. In December of 2010 with severe weather related issues they initiated the EOC and had unified command and it worked very well meeting the needs of the citizens by working together. The goal is to work together as both public and private entities and how to strengthen that and to foster relationship with Eric Brooks with DEM.

At this time the State of Washington gave a state wide earthquake drop/cover/hold exercise and the CoG members were instructed to find cover under a table and drop/cover/hold for a moment.

Craig Anderson and Lt. Dyer continued talking about the Emergency Management Institute offers training at no cost. This training is given by national instructors from all over the country that have been through different types of disasters. The training lasts 10-12 hours classroom and scenario based training during the day and evening hours. Staff from the city fire department and police department attended and two personnel from Whidbey General Hospital also attended. It helped for staff from the city and Whidbey General to have the same type of training. A goal for next year is to send staff back for additional training in earthquake recovery mitigation and then emergency operation center incident management team interface and hopefully staff from Island County attend so that everyone has been through the same training and understand what type of response is need. Mayor Dudley mentioned that

next Friday Oak Harbor was planning an Emergency Preparedness Workshop to be televised on Comcast channel 10.

ISLAND COUNTY

Eric Brooks, Island County Department of Emergency Management, explained the responsibilities of his department:

- Identification risk assessment – identifying the situation
- Hazard mitigation – eliminate the hazards that constitute a significant threat or reduce the effects of hazards that cannot be eliminated
- Planning – develop, distribute, coordinate, and maintain comprehensive emergency management plans and procedures – assist organizations with planning
- Direction, control and coordination of operational area response and recovery operations
- Communications and warnings – develop and maintain a reliable communications capability to alert public officials and emergency response personnel and the public to an emergency or disaster
- Operations and procedures – develop, coordinate and implement operations policy plans and procedures for response and recovery actions
- Logistics and facilities – identify, locate, acquire – distribute an account for services, resources, materials and facilities that support emergency management
- Resource management – develop methodologies for the prompt effective identification, acquisition, distribution, accounting and use of personnel and major items of equipment for essential emergency functions
- Mutual aid – assess monitor and develop mutual aid program and agreements that support major emergency or disaster response
- Training – assess, develop and implement training and education program for the operational area emergency management team and emergency response personnel
- Exercises, evaluations and corrected action – assess and evaluate emergency response plans and capabilities through regularly scheduled tests and exercises and take corrective step as necessary
- Crisis communications – public education and information – disseminate and respond to requests for information before, during and after an emergency or disaster, develop public education programs
- Finance and administration – develop fiscal and administrative procedures designed to support emergency measure before, during and after emergency or disaster events and to preserve vital records\
- Laws and authorities- review and develop federal, state and local statutes and implement regulations that establish legal authority for development and maintenance of emergency management program and organization and to define the emergency powers authorities and responsibilities of the Department of Emergency Management – represent the Island County operational area to emergency management professional organizations

Items he is working on now:

- Coordinating with all emergency management entities for the Emergency Management Council
- Grants – several grant that are open - 3 State Homeland Security grants, an Emergency Management program grant, a Citizen Core Council grant, an MRC grant and have recently put in a pre-application for Operation Stonegarden for the Sheriff's Department and Border Patrol. Also working with Senior Center of Island County to work on their plans and preparation as well as the Citizen Core Council for grants for funding the youth programs
- Youth Programs – organizing summer programs for youths
- Emergency long term storage of food and water
- Working with Veterans and the Wounded Warrior Foundation

- Working with Red Cross for alternative sheltering
- Storage sites for pre-stage and emergency equipment and supplies
- Volunteer management
- Emergency alert system and public warning system
- Island County webpage enhancement
- Registration for special needs population
- My State USA
- Public education
- Local business involvement
- County staff – comprehensive training plan for them and their families
- Working with Chamber of Commerce for emergency preparedness information for tourists
- Working on pet sheltering
- Social Media – DEM to have a facebook page
- Public relations
- Working with tribal entities
- Part of the Regional Catastrophic Planning Team Transportation Annex workshop in May
- Plan updates
- Planning a County wide drill
- Involved in Regional and Healthcare Coalition tabletop in mid June
- Involved in Shell Oil – oil spill exercise in July
- EMI training
- Working with Medical Reserve Core and teen MRC
- Working on storing data
- Working with the Navy

Eric would like to develop an Emergency Management Council to bring all organizations on the Island together that have a roll in emergency disaster response to make sure that all of our plans and training coordinate. EMC would include DEM, fire/medical, law enforcement, cities and towns, planning, public work, public health, Washington State Patrol, WSDOT, Red Cross, Citizen Core Council, PSE, local emergency planning committees, the Navy emergency management, port authorities, and citizens. The EMC would act as an advisory to the elected officials through the DEM. It was suggested Eric include the 3 private airfields and the school districts. This is still in the planning stage and Eric would welcome suggestions. Mayor Conard thought there were too many agencies involved for the council to be effective and suggested a two tiered approach. Eric to arrange a meeting of all the agencies then pare down to a smaller group and periodically update the CoG on their activities. Eric will also help identify future topics on emergency planning that would be appropriate to come to the CoG.

PSE

Mark Wesolowski, Emergency Planning Manager PSE, passed around two documents for the members to review their Corporate Business Continuity Plan and their Energy System Restoration Plan. He explained that PSE is a utility as well as a business and most of the things they respond to deal with energy delivery systems – gas or electric. The Energy System Restoration Plan is a continuing improvement process as they get a lot of experience with responding to power outages. Every time they go through it they try to figure out what worked well and what didn't work well and use this to improve response. They have an annual cycle of activities that they go through: update plan, looking at employee emergency response assignments, training, updating contact information, building of staffing plans for each one of their organizations as well as updating training materials. They also conduct a series of exercise for emergency operation center, operating bases and corporate departments to make sure computers work, plan documents are up to date, that staff is familiar with procedures for emergency response, and how they are to communicate and interact. During an emergency or disaster they need to determine if end user has the ability to receive power – is the facility in the condition that will allow them to be safely energized. They will need to coordinate with local entities for inspections and getting everyone ready to receive power. There is an Evergreen earthquake exercise coming up June 5th and 6th of this year. Involving 8 counties

and PSE will participate. Island County is not part of this exercise but will participate as much as they can. PSE crews are located in Skagit so if we lost the Deception Pass Bridge transportation would be an issue and a concern. PSE would have a representative involved in the Emergency Management Council.

AGENDA TOPICS FOR NEXT MEETING

Update on current Rural Economic Development Fund projects and current financial status of Rural Economic Development Funds.

Meeting adjourned at 11:00 a.m.

Dated this 23 day of May, 2012.



Approved